United Nations ST/IC/2017/32

Secretariat

11 October 2017

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Employment of household employees on G-5 visas**

The purpose of the present circular is to inform staff members who hold G-4 visas and who employ or seek to employ household employees to whom G-5 visas have been granted or have been requested of a diplomatic note received from the United States Mission to the United Nations (see annex). The note restates certain requirements regarding the G-5 visa applications of domestic workers employed by staff members of the United Nations.

* The present circular will be in effect until further notice; the circular complements ST/IC/2009/42, ST/IC/2012/7, ST/IC/2013/30 and ST/IC/2014/19.

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Annex

Diplomatic note dated 12 September 2017 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to restate certain requirements relating to G-5 visas for domestic workers employed by United Nations Secretariat personnel.

All domestic workers employed by staff members accredited to the United Nations Secretariat for 90 days or more must apply for a valid G-5 visa once the United States Mission accepts the pre-notification request. Domestic workers who have an employee relationship that predates the accreditation of their employer at the United Nations Secretariat must also seek a G-5 visa.

The United States Mission wishes to remind the United Nations Secretariat that G-5 visa holders must maintain lawful status in the United States, as determined by the date on their United States Customs and Border Protection Form I-94 arrival/departure record. Please contact the United States Mission to the United Nations, Office of Host Country Affairs (usunvisas@state.gov), with any questions on remaining in appropriate status and on visa renewal options overseas.